



ISDA Cost Share Program Handbook

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Brenda Waters, ISDA

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GUIDELINE 1: THE APPLICATION PROCESS:

I. WHAT IS A COMPLETE APPLICATION?

A. CWMA APPLICANTS

Complete application must include the following documents, submitted in this order:

1. Application checklist (Exhibit 1)
2. Application Part A ******(Entire Application is Exhibit 2)
3. Application Part B
4. CWMA Steering Committee List (Exhibit 16) ******
5. Contributors List (Exhibit 17)
6. Annual Operating Plan****** (Exhibit 5)
7. Strategic Weed Management Plan****** or Confirmation Letter* (Exhibit 6)
8. Current Map of entire CWMA and current description or Confirmation Letter*

In addition, **ALL applicants that received funding in the previous year** must submit the following:

10. End of Year Report, Quarterly Financial Report with supporting documentation (financial ledger & Contribution Inkind Match Summary), and Mapping Data ******

* Upon receipt of the strategic plan and/or current map by ISDA, the CWMA Chairperson will receive a Confirmation Letter. Please include a copy of the Confirmation Letter in the application packet.

****Both a hardcopy and electronic copy of these documents *must* accompany each grant application. Electronic copies may be submitted by email to weeds@agri.state.id.us or by a disk included in the application packet sent to ISDA.**

B. STATEWIDE WEED MANAGEMENT APPLICANTS

Types of projects that qualify as Statewide Weed Management Projects must provide: a) education opportunities related to weed management on a statewide scale; b) research that will provide answers or tools for applied weed management; or c) be specifically designed to accomplish the goals outlined in *Idaho's Strategic Plan for Managing Noxious Weeds* with statewide emphasis.

Complete application from a Statewide Research, Education, Taskforce, or Special Group must include the following documents, submitted in this order:

1. Application checklist (Exhibit 3)
2. Application Part A******(Entire Application is Exhibit 4)
3. Application Part B
4. Long Range Implementation or Research Plan******
5. Annual Operating Plan******
6. Summary of Measurable Benefits related to focus of the Idaho Strategic Plan for Managing Noxious Weeds ******
7. Project Participants and Cooperators List******
8. Map and/or Description of the Project Area

In addition, **ALL applicants that received funding in the previous year** must submit the following:

10. End of Year Report, Quarterly Financial Report with supporting documentation (ledger and Inkind Matching document), and Mapping Data ******

****Both a hardcopy and electronic copy of these documents *must* accompany each grant application. Electronic copies may be submitted by email to weeds@agri.state.id.us or by a disk included in the application packet sent to ISDA.**

II. WHERE TO SUBMIT A COST SHARE REQUEST APPLICATION?

A hardcopy of the Cost Share Request application must be mailed or delivered to the address below by the deadline specified in the application. Additional electronic copies of documents should be emailed to weeds@agri.state.id.us.

Idaho State Department of Agriculture
Noxious Weed Cost Share Program
2270 Old Penitentiary Rd
P.O. Box 7249
Boise, ID 83707-9985

NOTE: FAXED Cost Share Request applications will not be accepted.

For specific questions, refer to the ISDA Noxious Weed Cost Share Web page (<http://www.agri.state.id.us/animal/CostShare.htm>) or contact ISDA at (208) 332-8528 or email at weeds@agri.state.id.us.

III. HOW TO COMPLETE THE APPLICATION?

Application Procedures

The submission of a Noxious Weed Cost Share Application requires the involvement of all CWMA Steering Committee Members, a Grant Administrator (such as a RC&D) and the County Commissioners. Approval to submit a proposal must be secured by signature of the County Commissioner(s) or Authorized Certifying Official(s) on Part B of the application.

Applications should be completed using the electronic EXCEL Spreadsheet provided by ISDA (this can be downloaded from website (<http://www.agri.state.id.us/animal/CostShare.htm>)). Be sure to check your addition and subtraction so that everything is correct on PART A. Please read and make sure you understand the Grant Conditions that are summarized on the application and in the Cost Share Policy prior to submitting an application. **NOTE: To be approved by ISDA, all applications must demonstrate the ability to meet the minimum 50% match and/or in-kind service estimate for the AOP.**

Filling Out the Application:

STEP 1. Complete these items on PART A (Exhibit 1):

- **Date of Application** – Enter the date that the application is completed.
- **Name of Applicant** – Enter the name of the Cooperative Weed Management Area (CWMA), University, Taskforce Group, or other entity making the cost share request.
- **Contact Name/Phone #** - Enter the name and phone number of the Chairperson or Lead for the Project who will be able to respond to inquiries from ISDA staff and others about the application or project.
- **Contact Address** – Provide the mailing address of the Contact Person
- **Financial Recipient Name/Phone #** - Enter the name and phone number of the organization that will receive and manage the grant funds (for example, a county, RC&D, or one of the organizations participating in a CWMA).
- **Financial Recipient Address** – Enter the mailing address of the Recipient organization.
- **Financial Recipient Federal ID #** - Provide the federal identification number of the Recipient.

Note: Summary of ALL COSTS and CONTRIBUTIONS – Some of the figures for this lower section will automatically be filled in as information is entered into the blocks (cells) if using the EXCEL spreadsheet. Please do not change any calculation formulas. The EXCEL spreadsheet is set up to add/subtract as required for the application.

STEP 2. Estimated Summary of All Costs and Contributions - Use the information in your Annual Operating Plan (AOP):

Line A. Total Project Costs + Capital Outlay – Enter the total amount of money, contributions and matching to complete the entire Annual Operating Plan.

Line B. Federal Matching Contribution

Line B1 – Federal Matching Contribution – Enter the total amount of contributions from federal sources (Bureau of Land Management, Forest Service, etc.)

Line C. Subtotal of project cost minus federal contribution – This should automatically fill in on the EXCEL spreadsheet (if not, this is Line A minus Line B1)

Line D. Total Non-Federal Matching Contribution

Line D1 – Landowner/Private – Enter the amount of contribution/matching that will be provided by private landowners.

Line D2 – Non-federal Govt. – Enter the amount of contribution/matching from county, other state (not including ISDA money), and local or city government agencies.

Line D3 – Other – Enter the amount of contribution/matching from other organizations such as The Elk Foundation, The Nature Conservancy, Western Whitewater Assoc., etc.

Line E. Subtotals for Non-Federal Matching Contribution (sum of...) – This should automatically fill in on the EXCEL spreadsheet (if not, this is the sum of Lines D1+D2+D3).

Line F. Total Amount Requested From ISDA – This should automatically fill in on the EXCEL spreadsheet (if not, this is Line C minus Line E).

Line G. Carryover From Previous Year – This is any remaining balance of money granted by ISDA from the previous year.

Line H. Amount Requested From ISDA For Current Application Year– This should automatically fill in on the EXCEL spreadsheet (if not, this is Line F minus Line G).

STEP 3. Quarterly timeline

Line I. Provide A Quarterly Timeline For Money Requested *From ISDA To Be Spent*- Insert the amount of money that is needed for each quarter. After the Amount Requested From ISDA for current year is calculated (Line H), use the quarterly timeline to indicate the amount to request from ISDA for each quarter. Remember, indicate only the amount you are able to spend per quarter.

Line J. Quarterly Totals – Sum of all 4 quarters of Line I. Also equal to Line H and equal to the ISDA contribution total on the Annual Operating Plan.

STEP 4. Summarize the estimated activities as outlined in the AOP.

Line K. Estimated AOP Activity Summary – This should be a summary of the estimated AOP activities or measurable results including: estimated # of acres that will be treated, estimated # of acres that will mapped/inventoried, estimated # of acres that will be revegetated, estimated # of public contacts that will be made. Public contacts can be the number of brochures mailed, number of persons attending a workshop, etc.

NOTE: There may be cases where it is desirable to request ISDA to contribute most of the funding for one individual project, and very little for if any for another. Regardless of individual project in-kind totals, the contributory matches for the total grant request must be at least 50%.

STEP 5. Complete the information on PART B (Exhibit 1):

- **Annual Operating Plan (AOP) (Exhibit 5).** Attach a copy and annotate checklist. An AOP should include individual project plans, listed in order of priority. In the event that only part of the cost share request is granted, it will be assumed that the highest priority items will be completed first.
- **Updated Map and description.** All applicants must include an updated map and description of the CWMA or project area(s).
- **Certifying Officials:**
 - For a **CWMA**, at least two signatures are required. 1) One County Commissioner from each county involved or in the CWMA, and 2) that of the Chairperson of the CWMA.
 - All **other organizations or agencies (Non-CWMA requests)** should have a responsible individual who is authorized to certify the cost share request.

IV. HOW TO COMPLETE A FINANCIAL REPORT?

NOXIOUS WEED COST SHARE PROGRAM QUARTERLY FINANCIAL REPORT STEP-BY-STEP DIRECTIONS FOR FILLING OUT THE FORM (Exhibit 13):

Block 1. Leave Blank (for ISDA use only)

Block 2 - Leave Blank (for ISDA use only)

Block 3 – Applicant – This should be your organizations name and complete address

Block 4 – Financial Recipient Federal Identification Number – This is the Federal Identification number for the organization that actually received the grant funds

Block 5 – Financial Recipient name – for example, a RC&D

Block 6 - Final Report - mark NO unless all grant funds have been spent and this is the final report or AOP is complete.

Block 7 - Basis Cash - all funds are figured on a cash basis

Block 8 - Funding/Grant Period - this is the quarterly timeline or quarterly period for money requested and approved from ISDA to be spent. This information should be the same as stated on the original application proposal, unless the application has been amended in writing (1st Qtr - 4th Qtr). 1st Qtr financial report due by July 15; 2nd Qtr financial report due by October 15; 3rd Qtr financial report due by January 15; and 4th Qtr financial report due by March 15th.

Block 9 - Quarter or Period Covered by this report - put in the date of commitment letter to present date OR date of last report to present date

Block 10a - Total Project Costs - this will be the total costs of all Inkind contributions, federal matching contribution and ISDA grant funds –

Block 10a I Previously reported equals previous quarter(s).

Block 10a II This Period equals the current quarter.

Block 10b III Cumulative equals Previously Reported plus This Period

Block 10b - Inkind Contributions - itemized inkind contributions and federal matching contribution - NOT REQUIRED UNTIL 3rd QUARTER REPORT - DO NOT ESTIMATE, ONLY ENTER ACTUAL AMOUNTS – LEAVE BLANK OTHERWISE. Previously reported equals previous quarter(s), This Period equals the current quarter, Cumulative equals Previously Reported plus This Period

Block 10c - Carry Over (if applicable)/Balance of prior quarter - this is the amount of any funds carried over from previous year for the first quarter or it will be any balance of ISDA grant funds not spent from previous quarter

Block 10d - ISDA grant quarterly disbursement - this is the amount of grant funds received for this quarter

Subtotal - This is the total of Carry Over plus the ISDA grant quarterly disbursement (10d + 10c)

Block 10e - ISDA grant funds spent - this is the amount of money from the Subtotal that was spent this quarter

Block 10f - Balance of ISDA grant funds - this is the amount of money remaining from Subtotal less ISDA grant funds spent

Block 11 - REMARKS-here is a good place to make any comments regarding the spending of monies or why you haven't spent any to date

Block 12 - Please have an authorized signer (i.e. Chairman or Fiscal Officer) sign the form, and mail the original to Brenda Waters (PO Box 7249, Boise, ID 83707). Along with the original signature on the form, please attach a copy of the Financial Ledger (Exhibit 14) showing the detail of the monies spent and a copy of the Contributor Inkind Match Summary (Exhibit 15) if any actual inkind match is reported to ISDA on this report

GUIDELINE 2: SUPPLEMENTAL APPLICATION INFORMATION

1. WHAT IS A COOPERATIVE WEED MANAGEMENT AREA (CWMA)?

A Cooperative Weed Management Area (CWMA) is a distinguishable hydrologic, vegetative or geographic zone based upon geography, weed infestations, climate or human-use patterns. CWMA's cooperatively integrate all noxious weed management resources across jurisdictional boundaries; utilize agreements to facilitate cooperation and a local steering committee that develops and implements a strategic plan. CWMA's may be composed of land managed by a Person, City, County, State, or Country, or parts of such areas.

2. WHAT IS A STEERING COMMITTEE (SC)?

A Steering Committee will organize, set priorities, make assignments, and accomplish the goals for the CWMA. This group should provide direction in your CWMA operations. The functions of the SC may be defined within the Strategic Plan or through bylaws established for your CWMA. A well functioning SC will include broad representation that reflects the landownership of the CWMA and must include a minimum of one private landowner. Rotating membership and leadership can provide active participation opportunities for all partners. A Chairperson and Vice Chairperson should lead the SC. Responsibilities of the SC include creating and updating the Strategic Plan, preparing the Annual Operating Plan and applying for grants including ISDA Cost Share Program. It is recommended that the SC meet a minimum of 4 times per year in order to effectively conduct CWMA business. The Steering Committee List as required in the ISDA Cost Share Application must include the names, business phone numbers, addresses, email, and titles for the Chairperson, Vice Chairperson, Grant Administrator, and other officers along with the names of all other SC members.

3. WHAT IS A CONTRIBUTOR LIST?

The Contributor List is the list of those partners that are providing matching or inkind contributions to support the CWMA Annual Operating Plan.

4. WHAT TYPES OF PROJECTS QUALIFY AS STATEWIDE WEED MANAGEMENT PROJECTS?

Types of projects that qualify as Statewide Weed Management Projects must provide: a) education opportunities related to weed management on a statewide scale; b) research that will provide answers or tools for applied weed management; or c) be specifically designed to accomplish the goals outlined in *Idaho's Strategic Plan for Managing Noxious Weeds* with statewide emphasis.

5. WHAT IS AN ANNUAL OPERATING PLAN (AOP)? (Exhibit 5)

An Annual Operating Plan (AOP) is a list and description of projects and goals to be completed within a given year. An AOP will also include a brief summary of the project(s), relation of projects to long term goals, project prioritization scheme, and location. An AOP should identify work priorities for the upcoming year. The AOP that is submitted to ISDA for cost share must follow the outline shown in Exhibit 5 and provide the required information. Newly established CWMA's may have one or a few annual projects and reflect the broad issues identified in the Strategic Plan. Whether simple or complex the AOP should clearly identify your annual priorities and associated work projects. It is important to remember that your AOP is a report of your intentions to prospective Grantors, Administrators and your CWMA Board.

6. WHAT IS A STRATEGIC PLAN (SP) or INTEGRATED WEED MANAGEMENT PLAN? (Exhibit 6)

The purpose of a Strategic Plan or Integrated Weed Management Plan is to identify concerns, quantify scale and scope of problems, and establish criteria for your CWMA operations. Long-term weed management goals are identified and the use of all available and feasible weed control techniques in an organized, coordinated, and mutually supportive manner are defined. Major components SP include education, plant inventories and surveys, prioritization of weed problems, review of all available weed control techniques for each weed problem, selection and integration of effective control techniques, monitoring control effectiveness, and evaluation and modification of control techniques as necessary. A SP outlines the basic characteristics of a County or Cooperative Weed Management Area. It often includes a description of the area, CWMA landownership, a summary of past and current weed control efforts in the area, maps and location information of weed infestations, and an outline, description, and general timeline for long term goals of the area. For example, you will need to develop a general map of your CWMA; map known noxious weed infestations; determine management implications including the establishment of management areas or zones; establish criteria for prioritization of noxious weed management activities; and identify integrated pest management techniques and resources available to your CWMA. A SP will also include the cooperative agreement statements of all parties involved.

7. WHAT IS A COOPERATIVE AGREEMENT (CA)? (Exhibit 8)

A Cooperative Agreement is the document specifying terms of agreement for the participating landowners of the CWMA, which is agreed to and signed by the participants. The purpose of a CA is to eliminate administrative barriers thus allowing the sharing of resources across all jurisdictional boundaries. The CA does not obligate any of the participants in any way. It simply facilitates cooperation in the CWMA. The CA facilitates flexibility in CWMA operations and minimizes unnecessary controls. The agreement should identify who the participants are; the legal authority(s) under which the agreement is made; purpose; items of agreement; and land area covered under the agreement. The items of agreement should specify organizational components including a Steering Committee and their responsibilities, Strategic Plan, Annual Operating Plan, reports, etc. Other items could address contributions, waivers of claims, exchange of resources, injuries, federal laws and orders, and accountability, etc.

8. WHAT IS A MEMORANDUM OF UNDERSTANDING (MOU)?

A Memorandum of Understanding is the document specifying terms of agreement for the participating landowners of the CWMA, which is agreed to and signed by the participants. The MOU does not obligate any of the participants in any way. It simply facilitates cooperation in the CWMA. The MOU should identify who the participants are; the legal authority(s) under which the agreement is made; purpose; items of agreement; and land area covered under the agreement. The items of agreement should specify organizational components including a Steering Committee and their responsibilities, Strategic Plan, Annual Operating Plan, reports, etc. Other items could address contributions, waivers of claims, exchange of resources, injuries, federal laws and orders, and accountability, etc.

9. WHAT IS A LONG RANGE IMPLEMENTATION PLAN? (This applies to Non-CWMA or Statewide Applicants Only)

A Long Range Implementation Plan (required for Non-CWMA or Statewide applicants only) should describe the weed management related problem that will be addressed with the research or education program outlined in the Cost Share application. The plan should define the timeline when the work will be accomplished and who the project participants, supporters and cooperators will be. It should answer why the project is needed and how it will benefit the people and/or lands of Idaho. The Long Range Implementation Plan for Statewide Management Applicants, is similar to a Strategic Plan or Integrated Weed Management Plan required for a CWMA although the Long Range Implementation Plan may focus on a specific or single area of need within Integrated Weed Management.

GUIDLEINE 3: ELIGIBLE AND INELIGIBLE COSTS:

I. ELIGIBLE COSTS

- a. Annual meeting or conference registration fees where the attendee **IS** making a formal presentation about projects that are or have been supported by ISDA cost share grant funds.
- b. Light refreshments for tours and meetings.
- c. Equipment and/or tools. Equipment must be identified in the cost share application and requires three bids for each item that has a value of \$5000 or greater.
- d. Contract work. All contract work must be identified in the cost share application and requires three bids for each contract that has a value of \$5,000 or greater. Examples of contract work included brochures, posters, contract spray work, contract Biocontrol work, etc.
- e. Monitoring/sampling equipment when specified in the grant agreement.
- f. Implementation of invasive weed management activities.
- g. Planning, Project management, and administration.
- h. Public participation and public awareness directly related to the project.
- i. Sales tax.
- j. Training recipient staff to develop skills specific and necessary to the funded project and where the training is identified in the cost share application.
- k. Other items as determined by ISDA.

II. INELIGIBLE COSTS

- a. Activities other state and federal agencies are required to perform.
- b. Activities not identified in the cost share application.
- c. Fines and penalties due to violations of, or failures to comply with federal, state, or local laws.
- d. Interest on bonds, interim financing, and associated costs to finance projects.
- e. Legal expenses.
- f. Lobbying or expenses associated with lobbying.
- g. Ordinary operating expenses of state or local government, such as salaries and expenses of a mayor, city council member, city attorney, etc.
- h. Overtime differential paid to employees of local government to complete administrative work.
- i. Personal injury compensation or damages rising out of the project whether determined by adjudication, arbitration, negotiation, or other means.
- j. Professional dues.
- k. Training unrelated to the project.
- l. Scientific research unrelated to a specific activity.
- m. Other items as determined by ISDA.

III. PURCHASING GPS UNITS

According to the Idaho's Strategic Plan for Managing Noxious Weeds, ISDA will encourage "integrated weed management plans with an effective inventory which provides the ability to identify and record the locations of noxious weeds, calculate the total number of acres infested with each noxious weed on the state list and determine the rate of spread for each weed by comparing inventories from year to year" (p.18). According to the DOI/BLM grant agreement, the grant funds will be administered to support "... statewide GIS mapping of noxious weed infestations on private, state, and federal lands" (Agreement # DAA990209, II A 5).

In order to satisfy these requirements, ISDA will consider cost share applications for purchase of "In Office Correction/Resource Grade GPS" units. These units have adequate data collection and GIS capabilities to satisfy the above goals. The cost of these units is also sufficiently high to be cost prohibitive for most weed control departments if no assistance is provided. "No Correction Units" have insufficient accuracy and data collection capability in order to collect adequate information to determine weed spread and are not cost prohibitive to most weed control department budgets. The cost of "Carrier Phase Units" is prohibitive and the capabilities would require staff and training in excess of most county weed control budgets.

No Correction Units:

Yield Units. User cannot alter configuration settings. Receiver accuracy is 30 to 50 meters. Units have limited data collection, data transfer, or GIS compatibility. No feature data collection. No download or software for in office correction. Units don't have internal data collection computer. May have ability to interface with real time DGPS or hand held computer technologies.

Estimated Cost Range: \$200-\$1000

Examples include: Garmin 12XL and Magellan GPS 310.

In Office Correction Units/Resource Grade Units:

User is able to control precision through configuration settings. Good data collection, data transfer, and GIS compatibility. User can collect point, line, and polygon features and export into various GIS formats. With the use of software, GPS locations can be refined using post-processing differential correction to less than 3 meters. Often contain internal data collection computer for use of data dictionaries and are real-time DGPS ready. These units were designed for professional, non-survey grade mapping purposes.

Estimated Cost Range: \$2500-\$6000

Examples include: Leica GeoSystems GS50 and Trimble GeoExplorer 3.

Carrier Phase Units:

These units are very sophisticated and accurate. Often, 2 units are needed. These units are often accurate to less than a foot. These units are survey grade equipment and require extensive training to use.

Estimated Cost Range: Over \$10,000

When submitting a cost share application with a capitol expenditure request, three bids are required. ISDA encourages that bids be obtained from local sources.

Capitol expenditure requests will be awarded after review and based on prices of competitive bids.

IV. PURCHASE OF NOXIOUS WEED BOOKLETS

ISDA Cost Share Funds can be requested to purchase Noxious Weed Booklets published by the University of Idaho with the following caps and requirements:

- a. Maximum number of booklets that may be requested using Cost Share Funds is 200 books.
- b. Each booklet purchased must be a 50/50 match (i.e. CWMA purchasing 1 booklet for each 1 booklet purchased with Cost Share dollars).

GUIDELINE 4: CRITERIA FOR EVALUATION OF COST SHARE APPLICATIONS

Evaluation of applications will be based on completeness, accuracy, and on the best use of weed science principals. The Review Committee will utilize a scoring system to rank all projects in regard to how well they meet the criteria (Exhibit 18) for the Cost Share Program. Results from the scoring system will be submitted to ISDA for final ranking and determination of funding priority for Cost Share Requests.

I. WHAT CRITERIA IS CONSIDERED WHEN RANKING APPLICATIONS FOR FUNDING?

The review committee for cost share applications is comprised of members from IWCA, IWCC, IAWCS, USFS, and ISDA. Yearly evaluation of applications will be made based upon criteria for seven different criteria or categories. There are four permanent categories plus three additional emphasis categories that are selected by the review committee on an annual basis. The categories for evaluation of applications will be announced by ISDA in the fall prior to the yearly cost share application deadline. Cooperative Nature of Proposed Projects, Participation of Private Landowners, Accomplishments from the prior year's CWMA projects and Partner Contribution Ratio are the four permanent categories. The three additional emphasis categories are determined by the Cost Share Review Committee at their annual meeting. Proposed additional categories that the review committee will use for their selection may include: Use of All Tools, Inventory/Mapping, Restoration/Revegetation, Prevention/Education, Early Detection/Rapid Response, Project Diversity and Biological Control. Each committee member selects three choices and the top three categories become the additional categories for the next year.

II. NOTIFICATION GUIDELINES

Once review results have been compiled from the Cost Share Review Committee and a tentative amount to be allocated is determined, a financial award letter will be sent to successful applicants. Successful applicants **must** accept or decline the financial award letter (Exhibit 19) by responding to ISDA. With the available funds, ISDA will process the financial awards.

GUIDELINE 5: HOW TO AMEND A COST SHARE BUDGET?

I. REALLOCATING FUNDS WITHIN A SINGLE FISCAL YEAR (Exhibit 9)

It is sometimes necessary to amend an existing cost share allocation. Generally, the request to amend is initiated by grantee, although occasionally ISDA may initiate the amendment. If the amendment request is initiated by the grantee, it is essential to submit a **Grant Amendment Request**. (Exhibit 9). The Grant Amendment Request can be made by a letter or email from the CWMA Chairperson or Statewide Weed Management Project Lead to ISDA providing the detail of any changes to the AOP. Changes that need to be submitted to ISDA for approval include but are not limited to: additions or subtractions to the AOP, deviation from the priority of accomplishing the AOP, greater than 10% increase or decrease in the cost of capital equipment purchases or contract work, and any other changes that may impact the completion of the originally funded AOP. Once submitted, ISDA will review the amendment request and send the appropriate approval or denial of the request.

NOTE: *To be approved by ISDA, all changes (including capital purchases and contracts) must maintain the minimum 50% match and/or in-kind service for the funded AOP.*

II. REALLOCATION OF FUNDS INTO THE NEXT FISCAL YEAR (Exhibit 10)

Unexpended funds reported in the Financial Report must be accounted for at the end of the year by:

- a. Returning unexpended funds to ISDA **or**
- b. Submitting a Carryover letter outlining use of those funds and appropriate entries on next year's Cost Share application form.

A carryover letter should detail the reallocation of any excess funds. The letter should be drafted by the CWMA Chairperson or Statewide Weed Management Project Lead and should detail the total carryover amount, the reason for the carryover, and the year carryover should be applied to.

NOTE: *When completing the following year's application, be certain to put the corresponding Carry Over enter total on the Part A, section G, summary form (Exhibits 2 and 4).*

GUIDELINE 6: GENERAL GUIDELINES FOR GRANT ADMINISTRATION AND EXPENDITURES:

I. ADMINISTRATION

- a. Effort should be made to expend grant funds in a timely manner.
- b. Cost Share applications and mandatory reports should be processed well before the due dates in order to allow for any revisions needed and for the gathering of signatures.
- c. When setting up budgets, the line-item amounts should closely match those detailed in the original cost share application.
- d. Budget modifications need to be approved by the ISDA prior to expenditures being made. Budget line item changes cannot exceed 10% of the total program budget, any amendment requests to exceed such limits should be filed before the specified due date. Amendment requests should be issued well before the program end date in order to confirm approval of such amendments before the final report is due.
- e. If a project will not utilize a substantial part of the grant funding for some reason, then ISDA should be informed in writing.

II. EXPENDITURES

- a. Equipment necessary to carry out grant activities should be included in funding requests.
- b. Equipment purchased with grant funds belongs to the county identified within the CWMA unless otherwise stated in the application and is to be used for the good of the CWMA projects. Storage, maintenance, and upkeep of purchased equipment is the responsibility of the county the equipment has been assigned to.
- c. In-kind match for one project should not be used to match any other project. It is the grant administrator's responsibility to ensure that the minimum match documentation is being collected.
- d. All planning related to budgeting and finding in-kind match sources for a grant should be discussed with and approved by the CWMA board.
- e. Expenditures, such as travel, conference fees, etc., should relate to the dates covered by the grant. That is, no expenditure should be incurred before or after the grant beginning and end dates.
- f. Expenditures used for match are subject to the same allowances and restrictions as grant funds.

GUIDELINE 7: KEEPING ACCURATE RECORDS

Once you've received the grant, it is essential that you effectively manage it. In accepting the grant, you have agreed to accomplish designated tasks within a specified timeframe for a designated amount of money. This requires maintaining accurate and complete records, effectively managing the budget, and providing accountability information and reports.

I. HOW TO MANAGE THE RECORDS?

A good file system is essential to effective grant management. Files should contain, at a minimum, the following:

- a. A copy of the application, approved budget and operational budget
- b. Correspondence
- c. Time documentation records
- d. Herbicide application records
- e. Personnel timesheets and contracts
- f. Consultant contracts, invoices, and reports
- g. Report forms and copies
- h. Related grant files such as client records, publicity, evaluation, before & after photos, maps, etc.
- i. Copies of all bids, requisitions and invoices
- j. Project Match Documentation

NOTE: Grant records should be maintained for a minimum of **5 years** from the grant closure date for auditing purposes or until a final agency audit has been completed. Never discard documents sooner than five years without checking with ISDA.

II. HOW TO PROVIDE PROJECT INKIND/MATCH DOCUMENTATION (Exhibit 11)

All Inkind or Matching contributions must be properly documented for each Annual Operating Plan receiving Cost Share dollars. It is critical that the Match Documentation include the signature and contact information of the responsible person for the contribution documentation. Each contributor must maintain detailed documentation of contributions. All contributions are to be compiled into the Contribution Inkind Match Summary (Exhibit 15) as supporting documentation for the Financial Report (Exhibit 13). All documentation should be available for review upon request of ISDA.

III. HOW TO MANAGE THE BUDGET?

The **Budget Report** should be reviewed during each CWMA meeting (or at least every 3 months) to accurately check expenditures and track progress of expenditures. Monitor the progress of each project; i.e. if a project is 50% complete; then approximately 50% of the project funds should be used. If not, then the project budget should be amended (see Budget Amendment section). Grantees may not overspend a project greater than 10% without first receiving authorization from ISDA to move funds from one project to another. If you need to revise your budget, refer to the Budget Amendment section (Guideline 5) for direction.

IV. HOW TO PURCHASE GOODS AND SERVICES?

General Purchasing Guidelines for purchasing goods and services associated to grant projects:

- a. Purchases should NOT be made until receipt of Cost Share money. Retroactive spending is not allowed.
- b. All purchases of goods and services with a value greater than \$5000 using Cost Share funds must have at least 3 bids on file and have been included as capital expenditures or contracts in the application and Annual Operating Plan.
- c. All purchases related to the grant project must be made prior to the completion of the grant period.
- d. Maintain all records, including requisitions, receipts, vouchers, and in-kind matching funds, related to all purchases made during the grant period. Keep these records for five years after the completion of the grant in case of an audit.

GUIDELINE 8: REPORTS

Reporting deadlines are important! Review the application at the beginning of the grant period to refresh your memory about the reporting requirements, including the timeline, type, and content of the required reports. Be sure to record the due dates for submitting quarterly and annual reports, allowing sufficient time to prepare the reports. Pay particular attention to the reports due at project closing. The quality of your reports and ability to meet the deadlines can have a direct impact for future cost share funding.

ISDA can request reports as needed during the grant period. These include financial reports, narrative reports (detailing accomplishments), and evaluation reports. The financial manager should prepare financial reports. Financial reports are required at the end of each quarter. Quarterly deadlines are as follows: 1st Quarter (Apr. – Jun.) report due July 15th; 2nd Quarter (Jul. – Sept.) report due Oct. 15th; 3rd Quarter (Oct. – Dec.) report due Jan. 15th; and 4th Short Final Quarter (Jan. – Feb.) report due March 15th. Coordinate report preparation with your financial management office and provide them with copies of all required documents.

I. END OF YEAR REPORT (EXHIBIT 12)

a. What is the End-of-Year Report and when is it due? (Exhibit 12)

The purpose of the End-of-Year Report is to document and summarize accomplishments so that it can be provided to: the public, legislators, agency leaders, etc. The body of it should be more than 6 pages, not including appendices, and to the point. End-of-Year Reports are due by December 31st of the same year the grant was received.

***Note:** Both a hard copy and an electronic copy of the End-of-Year Report are required. All parts of the report should be submitted together to reduce separation or misplacement of the reports.*

b. What are the components of the end-of-year report?

The End-of-Year report should be approximately 6 - 8 pages, not including the appendices.

1. Brief Introduction

- a) Who are you?
- b) What are your goals and mission? (Refer to your Strategic Plan.)
- c) What area do you encompass?
- d) What are the major weeds in the area and why are they a problem?
- e) Who are your leaders/advisors/cooperators?

2. What are you doing about the problem?

- a) Summary of the integrated "tools" used that year. Breakdown into categories, as appropriate for the projects conducted: prevention, education (public & professional), inventory/mapping, eradication, containment, control, rehabilitation/restoration, etc.
- b) Highlight specific projects: highlight successes, state weed problems and outline the solutions implemented. This is what we planned and this is what we accomplished.
- c) Insert pictures and maps as appropriate. Remember, "*A picture is worth a thousand words.*"

3. Breakdown of financial contributions to the CWMA. Use pie graphs to effectively illustrating the percent of contributions. Exact dollar amounts are not required in this part of the report.

4. What are your plans for next year? Summarize your plans for next year.

5. Appendices, Required

- a) Steering Committee, must include landowners for CWMA
- b) List of: acres treated by weed species, acres inventoried by weed species, acres revegetated, and total number of public contacts.

6. Appendices, Optional

- a) Maps: CWMA area, weed locations
- b) Press Releases: Newspaper clippings, media outreach.
- c) Publications, reports, and papers: brochures, papers on the project, etc.
- d) Weed Information Sheets
- e) Invitations for public involvement
- f) A "Thank You" letter from a county commissioner, weed board or CWMA Chairperson.

***Note:** The report for a Mapping Project is the submission of the data points to ISDA in an approved electronic format. The mapping data will be incorporated into the statewide map database.*

FINANCIAL REPORTING (EXHIBIT 13)

The financial report provides a fiscal summary (see Guideline 1, Section IV for more details) and always includes a copy of the Financial Ledger (Exhibit 14). Financial Reports may also require a Contribution Summary Match (Exhibit 15) and Carryover Letter (Exhibit 10). A copy of the Financial Ledger is required as part all financial reports to document the funds that have been spent. A Contribution Inkind Match Summary is required as part of the 3rd Quarter financial report and whenever reporting actual inkind or matching to ISDA. Financial reports should be completed using the electronic EXCEL Spreadsheet provided by ISDA (available on the ISDA website at <http://www.agri.state.id.us/animal/CostShare.htm>). Use of this format should reduce the number of mathematical errors. Please check your addition and subtraction to ensure that everything is summarized correctly

Note: For the final report, unused funds must be returned to ISDA or reallocation requested as outlined in a Carryover Letter (Exhibit 10) that must be submitted to ISDA for consideration and determination.

GUIDELINE 9: FISCAL AND PROJECT PERFORMANCE EVALUATIONS

I. WHAT IS THE GOAL OF EVALUATIONS?

The goal of the Idaho State Department of Agriculture (ISDA) is to assist Cost Share Participants in the implementation of *Idaho's Strategic Plan for Managing Noxious Weeds*. The Cost Share Performance and Fiscal Review process will be conducted in a positive and helpful manner so that information derived from the reviews will be useful in strengthening the programs for both ISDA and the grant recipients.

II. WHAT IS THE MISSION FOR THE EVALUATIONS?

- a. To determine if the objective of the Cost Share funded projects were accomplished.
- b. Ensure that ISDA cost share funds are adequately and accurately accounted for and that these public funds are used for the purposes specified in the program;
- c. Make periodic on-site reviews with cost share grant recipients to evaluate the effectiveness of cost share funds for implementing Annual Operating Plans (AOP) and/or individual integrated weed management projects; and
- d. Evaluate the effectiveness of applied cost shared projects, measures, and programs in stopping the spread of noxious weeds in Idaho.

III. WHAT TO EXPECT FROM ON-SITE REVIEW?

- a. ISDA personnel will travel to conduct the on-site reviews. Cost share grant recipients will be contacted in advance to set up a mutually acceptable date and time. Prior to the visit, grant recipients will be expected to:
 1. Notify all responsible parties for participation in the review; and
 2. Organize and prepare the documentation and supporting data required for the review.
- b. Typically, two types of reviews will be utilized by ISDA with cost share grant recipients although they may occur at different times of the year:
 1. **Fiscal Review.** A Fiscal Review will generally be conducted by an ISDA representative. Reviews will usually be conducted in the spring following the submission of the End of Year Report; generally this will be during February - April. The major focus will be to track the total grant sum of ISDA Funds that were allocated based on the Part A of the Cost Share Application and to verify the Financial Reports.

2. **Performance Review.** A Performance Review will generally consist of an ISDA representative, the CWMA Chairperson, County Weed Superintendent(s) and others that wish to be involved. Performance reviews are generally conducted in the summer or fall following the associated fiscal review. Performance reviews are done to determine if projects are accomplished.

***NOTE:** Following the reviews, an ISDA review team member will prepare a written report of the findings and provide it to the county or CWMA leaders. Any deficiencies will be noted and if necessary, remedial actions prescribed. ISDA will also note “successes” of the reviewed program as well as identifying individuals who deserve recognition for outstanding or extraordinary work.*

IV. WHAT IS THE FOCUS OF THE EVALUATIONS?

- a. Performance Reviews
 1. Description and details of the outcome of AOP priority work
 2. Estimate of the project success including acres treated by weed species, number of acres inventoried, number of educational contacts, number of contributors, number of participants, etc.
 3. Confirm participation of cooperators and contractors through meeting minutes, interviews, or other documentation.
 4. Confirm purchase and location of capital equipment purchased with cost share funds.
- b. Noxious Weed Financial Reviews
 1. Reviewer will need the following:
 - a. Organization name, phone, contact person and driving directions
 - b. Copies of the Financial Reports and their supporting documentation
 2. Organization should have ready for examination the following:
 - a. Financial Reports and their detail
 - b. The approved and paid invoices for projects
 - c. Documentation for in-kind
 3. Review will consist of the following:
 - a. Review invoices for approval from someone other than check writer
 - b. Recreate detail from invoices provided. Verify that amounts paid were correctly reported on Financial Report. If there is a discrepancy between what was reported and invoice, make a note of reason why.
 - c. Recreate in-kind from documentation provided. Verify that amounts documented were correctly reported on the Financial Report. If there is a discrepancy between what was reported and documentation, make a note of reason why.

Additional Potential Questions That May Be Asked Regarding the Cost Share Funds:

1. Do you account for the funding of each project separately? Remember the requirement to track the money and Matching separately.
2. What are the total expenses for each project to date? Need to have the ability to track the spending by project.
3. Could you provide detail support of the expenses for each project by category? We look at detail reports and support for random transactions noted in the ledger.
4. What levels of approval are necessary for expenses? Approval levels may vary by location but must be adequate.
5. Do you maintain a bank account for each project or summary?
6. Who earns interest on the funds and how is it accounted for?
7. What is done with remaining funds once a project is completed?
8. Does any other group or agency audit you?
9. What are your chemical and equipment purchasing practices? Three bids? Local supplier?

V. HOW ARE EVALUATION RESULTS REPORTED AND HOW ARE THEY USED?

When an evaluation has been conducted, a letter summarizing the results or other documentation will be provided to the CWMA Chairman, Grant Administrator, Project Lead or other authorized representative. In cases where deficiencies are noted, ISDA will recommend corrective actions. Evaluations results are used to determine the nature and extent of needed follow-up action. The evaluation results will be considered when reviewing subsequent Cost Share Requests. If the CWMA is found to have:

1. Gross misuse or misrepresentation of funds by a recipient
2. Failure to implement the recommended corrective actions
3. Non-compliance with the policy guidelines for the ISDA Cost Share Program

This may result in ineligibility to participate in the ISDA Cost Share Program, repayment of funds and/or legal action.

APPENDICES

APPENDIX 1

TIPS FOR WRITING ISDA COST SHARE REQUESTS

Start early

Develop a timetable for developing and submitting the request. See the example timetable (Appendix 2).

Follow the instructions

Read the application carefully and follow all the instructions! Applicants not following the basic instructions risk having their applications rejected from the pool of eligible requests.

Organize for clarity

Follow the application format included. Provide all information asked for in the instructions in the order requested. Don't make reviewers hunt for information, even if this means repeating information or referencing the reader to a previous section. Applications should include introductions to orient the reviewer. Include an Annual Operating Plan, clearly written project descriptions, and strong topic sentences.

Make it easy to read

Make sure you do not have any typographical errors in your proposal.

Communicate clearly

Include what you plan to do and why; how it will be done and why it is the best approach; who will be involved and why they are qualified; what is needed to accomplish the tasks; what the timetable will be; and how to measure whether the goals have been met. Use plain English and define your terms, avoid jargon and "bureaucratese."

Get feedback from others

Check the clarity of your writing by having friends or family who are not familiar with your topic read the proposal; if they understand it, it's passed the "Grandmother Test" and should be understandable and clear to your reviewers.

Pay attention to the budget

Account for all relevant items in the budget. Do not introduce elements in the budget that have not been discussed in the proposal narrative. When reviewers have problems with the budget, they are likely to mistrust other information in the proposal. Carefully review the Inkind/Matching to be sure you know what costs are allowable. Make sure your budget numbers add up.

Meet the deadline

Make sure your application is not late! Plan ahead and allow sufficient time for review at all stages. If an application is late, it won't be considered. Read the deadline information carefully. All Cost Share Application Packages must be postmarked on or before the deadline of December 31.

Recommendations for monitoring of sub-recipients

A sub-recipient is a third-party organization performing a portion of a project or program. Examples of sub-recipients include Counties, RC&Ds, USFS, BLM, TNC, Grant Administrators, CWMA Administrators, etc. The terms of the relationship are documented in a subcontract. These guidelines are intended to assist responsible Grant Administrators and/or CWMA Steering Committee Boards in ensuring that the sub-recipient is conducting its portion of the project in compliance with ISDA award guidelines and conditions and that the sub-recipient's portion of the costs of the project are reasonable and allowable.

Roles and Responsibilities:

1. CWMA Steering Committee Boards have primary responsibility for the monitoring of sub-recipients to ensure compliance with ISDA guidelines and conditions.
2. Grant Administrators have responsibility for assisting Steering Committee Boards in discharging their monitoring responsibilities, for reviewing invoices from sub-recipients and questioning expenditures if necessary, and for maintaining documentation of monitoring efforts as outlined by ISDA.
3. Sub-recipient responsibilities are stipulated in the content of the sub-contract.

- a. **Methods Available to the Grant Administrator Monitoring of Sub-Recipient for Sub-Contract Compliance:**
 1. The routine receipt and review of **Technical Performance Reports**
 2. The routine **Review of Expenses-to-Budget**
 3. The periodic performance of **On-site Visits**, as necessary
 4. The option to perform "**Fiscal Reviews**", as necessary
 5. It is also important to note that there may be additional project-specific requirements that mandate collection and documentation of other kinds of assurances during the course of a project.

- b. **Sub-recipient Monitoring/Oversight Guidelines**
 1. The responsible Grant Administrator and/or CWMA Steering Committee Board should determine the frequency and intensity of monitoring procedures jointly with the sub-recipient. Details should be included in the sub-contract.

 2. Examples of Administration Actions for Sub-recipient Monitoring/Oversight by CWMA or other organizations receiving Cost Share Funds:
 - a) **Collection of Technical Performance Reports** - Project Performance Reports for each project should be reviewed and evaluated on a timely basis by the CWMA Steering Committee Board and/or responsible party; unusual or unforeseen items should be investigated and documented.
 - b) **Review of Invoices and Expenses-to-Budget** - Sub-recipient's invoices showing both current period and cumulative expenses-to-budget are generally required. Grant Administrators should compare sub-recipient invoices to established sub-award budgets. Evidence of the regular review of invoices by both the CWMA Steering Committee Board and the Grant Administrator should be in place and retained on file. "Evidence" can be in the form of CWMA Steering Committee Board Member initials or authorizing signature on invoices, e-mail communications, notes of meetings with the Grant Administrator, etc.
 - c) **Clarification of Invoiced Charges** - Grant Administrators should request explanations for any "unusual", "miscellaneous," "other" or apparently excessive charges invoiced by the sub-recipient. If the explanations received are not sufficient to render a prudent judgment on the allowability of the cost, Grant Administrators may request detailed justifications from sub-recipients. Examples of detailed justifications that may be requested from sub-recipients are:
 1. Personnel time records/data
 2. Copies of paid invoices showing the cost of items purchased and Inkind Matching documentation (with proper signatures)
 3. Descriptions of services rendered by consultants including hourly rates and time reports
 4. Detail of travel charges incurred stating the purpose, airfare, meals, ground transportation, unallowables, etc.
 5. Costs determined to be unallowable or unreasonable should be disallowed. In circumstances where questionable costs remain unresolved, it may become necessary to conduct a more definitive audit. In these cases, Grant Administrators may contact ISDA for coordination of subsequent actions.
 - d) **On-site Visits** - On-site visits are a discretionary monitoring procedure. On-site visits conducted by the CWMA Steering Committee Board Members to evaluate both compliance with the objectives of the project and the appropriateness of the sub-recipient's administrative systems, processes, and charges should be documented via correspondence, meeting notes, project reports, herbicide application records, etc. and retained on file.

APPENDIX 2

Below are the steps in the ISDA Noxious Weed Cost Share application approval process, these include an estimated timeline for completion of the approval process.

Steps	Process	Timeline
Step 1. Cost Share Applicant	Submit a complete packet on time to ISDA. Must be post marked no later than December 31 st .	December 31 st
Step 2. ISDA	The application is logged into a database and notification of receipt is sent to applicant	Within 14 days of receipt
Step 3. ISDA	Cost Share Personnel verify the match requirements and conduct other reviews as necessary, based on the criteria for application. If application is complete and meets necessary requirements, it will be sent to the Cost Share Review Committee. If any application is found to be incomplete, it will not be considered for funding. Summary information related to the grant is entered into the ISDA Noxious Weeds Cost Share database.	After Dec. 31 st
Step 4. Cost Share Review Committee	Reviews and evaluates all applications. Submits evaluations and recommendations to ISDA	February 1
Step 5. ISDA Acceptance Process Steps	Compiles all recommendations from Cost Share Review Committee. Determines funding level for each applicant based on the Review Committee's recommendations. Notifies successful applicants with an estimate of the financial award approved for them.	March 1
Step 6. Cost Share Applicant	Accepts or declines the financial award offer by responding to ISDA.	
Step 7. ISDA	Processes financial awards to successful applicants as funding is made available to ISDA from federal partners.	On going from April 1 st until completed

APPENDIX 3:

ISDA Noxious Weed Cost Share Program Glossary terms

Applicant	A project sponsor – must be a CWMA, city, county, state agency, conservation district, tribe, or special purpose district.
Award Letter	The written notification sent by the funding agency notifying the district that a project has been funded, the length of the funding period, and the amount of the funding.
Budget	The financial plan for operation of the project that includes an estimate of the income and expenditures associated with operating the project for an identified period of time, often a year.
Competitive Grant	Funds that are received through submission of a proposal in response to a Request for Application (RFA). Competitive grants include those that are received directly from the primary funding source, as well as those that are received from a secondary source from flow through dollars (i.e., federal dollars that are allocated to the state and, in turn, distributed by the state to grant recipients through a competitive grant process).
Conflict of Interest	CWMA Board Members should be sensitive to situations in which there is a potential for conflict of interest. The potential is especially great when a CWMA member is a consultant for, or has some other financial interest in, a business venture that is related weed management. Such situations pose a problem for a CWMA since priorities may be distorted by the opportunity for economic gain on the part of the individual member, the business in which he or she works, or even the CWMA itself. However, no definition for conflict of interest can substitute for individual integrity and common sense.
Consultant	A consultant is an individual who is external to the organization who has expertise in a given area and who is hired by the organization to provide assistance in solving a problem that is in his/her area of expertise.
Contain	To contain means to confine a weed to an identified area of infestation.
Contract for Services	Funds that are received through a contractual agreement to provide specified services, such as training courses or an educational program. Typically, a simple proposal is prepared that includes a cost justification for the services provided.
Control	Control is to manage the problems caused by weeds.
Cost Sharing	Cost sharing is synonymous with Matching and Inkind Funds.
Deadlines	Due dates for submission of proposals and grant reporting requirements. When submitting proposals it is important to note whether the deadline is the due date for receipt at the agency or for postmark of the proposal.
Direct Costs	Expenses that are associated with the operation of a project and that are itemized by categories that are described by specific uses of allowable costs (e.g., salaries, fringe benefits, travel, supplies).
Director	Director refers to the director of the Idaho State Department of Agriculture or an authorized representative.
Early Infestation	Early infestation is the introduction of a new invasive, non-native plant.

Emergency Project	A project to eradicate or contain a new invasion of a nonnative, invasive plant. Grants for early infestation projects are available year-round and provide immediate financial assistance to local or state governments.
Effective Date	The date on which a cost share agreement becomes effective, which is the date it is signed by the ISDA Noxious Weed Program Coordinator, unless otherwise stated in the agreement.
Eligible Cost	The portion of the cost of activities that can be financed under the provisions of these guidelines.
Eradicate	To eliminate a weed within an area of infestation.
Weed	Any plant that adversely affects animal populations, reduces habitat for desirable plant and wildlife species, or decreases public recreational opportunities, or causes economic hardship to the people of Idaho.
Federal Identification Number (FIN)	The identifying number assigned to an organization by the Federal government.
Fiscal Year (FY)	The Fiscal Year refers to the 12-month period for financial operations for an organization or government. The fiscal year of the State of Idaho is July 1 – June 30, while that of the Federal government runs from October 1 – September 30.
Full Time Equivalent (FTE)	The amount of time spent in an activity or position that is calculated as a percentage of a full time position on an annual basis (e.g., a person who is hired for a 12-month period on a half-time basis is considered to be .5 FTE; a 9-month employee working fulltime is 0.75 FTE).
Funding List	The list of projects approved by the director that can receive funding from the ISDA during the time period in which the offer list is effective.
Grant Administrator	The Grant Administrator is the person responsible for administering the grant. Responsibilities include making sure that the CWMA Cost Share funds are: 1) adequately and accurately accounted for, 2) requiring and maintaining proper matching documentation for all projects, and 3) that the funds are used for the purposes specified in the Cost Share Application.
Grant Agreement	A contractual arrangement between a public body and ISDA that includes an approved scope of work, total project cost, set grant percentage, eligible costs, budget, and a schedule for project completion (in addition to other requirements).
Grantee	The Grantee is the organization who is the recipient and administrator of a grant.
Grantor	The Grantor is the agency which awards the funds to carry out a project.
Indirect Costs	Costs that benefit more than one activity of the recipient and that may not be directly assigned to a particular project objective. Such costs include maintaining the physical plant, library resources, and general administration. These costs are generally calculated as a percentage of the total direct costs of the project. Some portion of these costs may be eligible for reimbursement.
Inkind Contributions	The value of non-cash contributions provided by a public body or any other approved parties. Non-cash contributions can be in the form of charges for personal services, real property, non-expendable personal property, and the value of goods and services directly benefiting and specifically identifiable to the project.
Invasive Non-native	Invasive nonnative plants include the weeds that are on the Idaho State Noxious Weed List, County Lists, Federal List, and surrounding states or countries.

Integrated Weed Mgmt	Integrated Weed Management is a system for the planning and implementation of selected methods of management for preventing, containing or controlling undesirable plant species or group of species using all available strategies and techniques. Also called the Strategic Plan.
Integr. Weed Mgmt Plan	A vegetation management plan that considers all weed management options and selects one or a combination of options for implementation.
Local Share or Match	The portion of the project costs not covered by an ISDA Cost Share grant, including actual cash outlays by the public body and others and non-cash (Inkind) contributions.
Matching Funds	Cash or "Inkind" support contributed by the grantee to carry out the project. The recommended minimum match for ISDA Cost Share Requests is 50%.
Non-Competitive Grant	Federal or state dollars allocated on the basis of a formula. Receipt of the funds may or may not require submission of a proposal. These grants are often referred to as formula-driven grant funds.
Nonnative	Any plant species not indigenous to the state of Idaho.
Noxious Weed	Any weed listed on the Idaho State Noxious Weed list (IDAPA 02.06.22)
Pass Through Funds	Federal funds that are received by a state or local agency for a specific purpose that then conducts its own grant process to award the funds to other individuals, organizations, or agencies.
Pioneer Colony	A Pioneer Colony is one or more plants or group of plants of an invasive non-native plant species to invade a previously uninfested area.
Prevent	To deter the spread of invasive, nonnative weeds.
Prior Authorization to Incur Costs	A written agreement between ISDA and the grant recipient authorizing the recipient to begin incurring costs related to a grant for which there is not yet a signed agreement.
Prior Authorization Date	The date specified in a letter from ISDA authorizing the recipient to begin incurring costs related to a grant for which there is not yet a signed agreement.
Project	A plant management activity for which a Cost Share grant is awarded by ISDA.
Project Completion Date	The last date that costs can be incurred and be considered grant eligible. All items identified in the scope of work must be completed by this date. Costs incurred after the completion date will not be considered eligible.
Program Manager	The individual at the ISDA who is responsible for overall communication and administration of the program and for monitoring the project, negotiating the grant agreement with the recipient, providing technical assistance, and ensuring that the project is carried out within the framework of the program.
Proposal	An application submitted to a funding agency requesting funding for a specified period of time to carry out a specified project.
Public Body	The state of Idaho or any CWMA, state agency, county, city, or town, conservation district, special purpose district, and tribe.
Restoration	Restoration is any action taken to prevent land deterioration or return the land system to an unimpaired state or condition.

RFA (Request for Application)	An announcement by ISDA that applications will be accepted to accomplish specific goals as outlined Idaho's Strategic Plan for Managing Noxious Weeds. As a general rule, the amount of time from the release or "letting" of the RFA until the due date for submitting requests for funding is six weeks, but the amount of time can vary.
Scope of Work	A detailed description of the project, including measurable objectives useful for determining successful completion. The scope of work is negotiated between ISDA and the grant recipient.
State Priority List	List of projects prioritized for receiving financial assistance from the ISDA Noxious Weed Cost Share Program.
Sub-contract	Funds received from a primary grant recipient to support the costs associated with carrying out a portion of the project. Typically, it is not necessary to submit a proposal to receive a subcontract, although submission of a budget often is necessary.
Total Project Cost	The sum of all costs associated with a plant management project including costs that are not eligible for grant funding.
Total Eligible Project Cost	The sum of all costs associated with a plant management project that have been determined to be eligible for cost share grant funding.
Unsolicited Proposals	ISDA may allow institutions to submit proposals for projects that are not part of the agency's identified programs or funding priorities.